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Personnel

**GENERAL OFFICERS VISITING THE
WASHINGTON DC AREA**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Certified by: HQ USAF/CVA
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This Instruction implements AFD 36-29, *Military Personnel Standards*. It outlines the directive requirements for the Headquarters US Air Force Protocol Office (HQ USAF/CVAP) to manage itinerary arrangements supporting active duty Air Force general officers who visit the Washington area. It also outlines directive requirements for the offices of the visiting active duty Air Force general officers to the Washington DC area. It assigns protocol support for domestic protocol events and does not apply to protocol matters relating to foreign dignitaries, nor Senior Executive Service (SES) members, nor Air National Guard (ANG) or US Air Force Reserve (USAFR) general officers. The HQ USAF Protocol Office maintains a liaison with all major command (MAJCOM) protocol offices and all protocol offices throughout the Air Force; however, there is no direct line of authority extending from the HQ USAF Protocol Office to any of the other protocol offices. Each MAJCOM protocol office formulates necessary directive requirements to support its own major commander. Therefore, the HQ USAF Protocol office functions only in an advisory capacity to the field.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. This instruction more clearly delineates responsibilities and updates appropriate telephone and room numbers and addresses.

1. Visit Notification. All active duty Air Force general officers visiting the Washington, DC area will notify HQ USAF/CVAP. HQ USAF/CVAP personnel will, in turn, inform the offices of the Secretary of the Air Force and the Chief of Staff (CSAF) of such visits.

2. Responsible Agency. The HQ USAF Protocol Office is designated as the agency responsible for managing the Visiting Generals Program and for providing domestic protocol support for the Secretary and Under Secretary of the Air Force, CSAF, Vice Chief, and Assistant Vice Chief of Staff.

3. Air Force Active Duty General Officers Responsibilities:

3.1. Each active duty Air Force general officer will notify HQ USAF/CVAP of an anticipated visit to the Washington, DC area. This includes visits to all Air Force and outside agencies, regardless of whether the general officer visits the Pentagon. For example, general officers attending a conference at the Conference Center at Andrews Air Force Base (AFB) or visiting Fort Meade, Maryland, must also coordinate their trips with HQ USAF/CVAP.

3.2. It is currently Air Force Vice Chief of Staff (AF/CV) policy that visiting general officers use on-base distinguished visitor quarters (DVQs) when available. When on-base lodging is available, but the visiting general officer believes using a commercial hotel would be more logical and advantageous to the government, his or her office must submit a request to stay off base to the office of the AF/CV, the approving authority. Coordinate such requests via telephone (DSN 225-7911) or fax (DSN 224-2693) with the Vice Chief's office before making reservations in downtown hotels.

3.3. The visiting generals will provide HQ USAF/CVAP with the following information:

3.3.1. Dates, times, and mode of travel for arrival and departure.

3.3.2. Accompanying staff officers.

3.3.3. Purpose of the visit.

3.3.4. Point of contact and telephone number in the Washington area.

3.3.5. Lodging requirements.

3.3.6. Transportation requirements.

3.3.7. Requirements for pentagon parking, rental cars or U-drives (driver's name and vehicle license plate number).

3.3.8. Overnight classified storage requirements.

3.3.9. Requests for appointments, reservations, or miscellaneous support.

3.3.10. Complete itinerary.

4. HQ USAF/CVAP Responsibilities:

4.1. The HQ USAF Protocol Office provides a daily listing to SAF/OS, SAF/US, CSAF, HQ USAF/CV, and HQ USAF/CVA of all active duty Air Force general officers visiting the Washington, DC area. SES members, Individual Mobilization Augmentees, ANG, and USAFR general officers are handled by the offices they are visiting.

4.2. The HQ USAF Protocol Office coordinates with the Office of the Joint Chiefs of Staff when the visitor is a Commander-in-Chief or Deputy Commander-in-Chief of a unified or specified command.

4.3. The HQ USAF Protocol Office notifies protocol offices at Bolling and Andrews AFBs of arrival, departure, and related requirements of visiting active duty general officers to include transportation and lodging.

4.4. The HQ USAF Protocol Office manages ceremonies, receptions, and special events to include funds, guest lists, invitations, dress, flags, contracts, menus, event briefs, etc., on behalf of the Secretary and Under Secretary of the Air Force, the Chief, Vice Chief, and Assistant Vice Chief of Staff.

4.5. The HQ USAF Protocol Office researches and answers inquiries from outside offices and assists with protocol aspects of Air Force funerals.

4.6. The HQ USAF Protocol Office maintains appropriate liaison with all protocol offices in the Department of Defense, the Washington, DC area, and outside Air Force offices. It also ensures Chief of Staff representation at events outside HQ USAF.

5. Location, Telephone Number, and Office Hours. HQ USAF/CVAP is located in Room 4E939, the Pentagon, Washington, DC 20330.

5.1. Telephone Numbers: (703) 697-1722/6078; DSN 227-1722/6078.

5.2. Fax Machine: (703) 614-6654; DSN 224-6654.

5.3. The Visiting Generals Office is open daily from 0700-1730. For after-hours emergencies, please call the Air Force Operations Center at (703) 697-6103; DSN 227-6103.

5.4. Mailing Address: HQ USAF/CVAP, 1670 Air Force Pentagon, Washington, DC 20330-1670.

WILLIAM J. BEGERT, Lt General, USAF
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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-29, *Military Standards*

Abbreviations and Acronyms

AFB—Air Force Base.

ANG—Air National Guard.

CSAF—Chief of Staff, United States Air Force.

DVQs—Distinguished Visitor Quarters.

MAJCOM—Major Command.

SES—Senior Executive Service.

USAFR—United States Air Force Reserve.